



CSIR-National Botanical Research Institute

Rana Pratap Marg, Lucknow - 226001 (U.P.)

Phone: +91 522 2207819/2297879

email: spo@nbri.res.in

Advt. No :NBRI/SPO/Advt/16-17/01, dated 06.05.2016



Tender Notice

CSIR-National Botanical Research Institute (NBRI), Lucknow is a premier R&D institute of Council of Scientific & Industrial Research (CSIR), intends to enter into the annual Rate Contracts for the categories of the items/services mentioned herein under. In this regard sealed tenders are invited from Prospective Manufacturer/OEM/Distributors/Dealers/ Service Providers/Stockiest having capabilities to successfully supply and provide services etc. desirable under related type of rate contract. The details of the categories of items/services for which tender are being sought for as under: -

Sr. No.	Tender Reference no.	Description of categories desired under Rate Contracts	Tender Due Date & Time	Tender Opening Date & Time	Venue
1	NBRI/PUR/CHA/2016	Rate Contract for Custom House Agent (CHA) cum freight forwarding agent.(3 years subject to renewal on annual basis) (Two Bid Tenders i.e. Technical & Commercial Bid are invited)	08/06/2016 10:30 A.M.	08/06/2016 11:00 A.M.	Purchase Section, CSIR-NBRI, Rana Pratap Marg, Lucknow - 226001 (Uttar Pradesh, India)
2	15/112/15-P(RC)	Rate Contract for the supply of stationeries items (F/Y 2016-17) (Single Bid are invited)	08/06/2016 10:30 A.M.	08/06/2016 11:00 A.M.	Purchase Section, CSIR-NBRI, Rana Pratap Marg, Lucknow - 226001 (Uttar Pradesh, India)
3	NBRI/PUR/RC/consumables/2016	Rate Contract for the supply of Chemicals, Solvents, Rate Chemicals, Fine Chemicals, Readymade Media, Molecular Biology Enzymes/diagnostic kits, Chromatography Accessories, Filter Papers/Disposable filter Units, Pipettes, Glass wares, Plastic wares, Specialty and Non Specialties Gases, Sequencing Services etc. (F/Y 2016-17) (Single Bid are invited)	08/06/2016 10:30 A.M.	08/06/2016 11:00 A.M.	Purchase Section, CSIR-NBRI, Rana Pratap Marg, Lucknow - 226001 (Uttar Pradesh, India)

Further, the details about the above mentioned tenders for rate contracts may be seen and tender documents can be **downloaded (free of cost)** from our website i.e. www.nbri.res.in under **Advertisement(Tender)** head . Corrigendum/Amendment (if any) will be posted over our website. Prospective parties are requested to frequently visit our website for the purpose. Prospective Manufacturer/OEM/Distributors/Dealers/ Service Providers/Stockiest who are willing to enter into the annual rate contracts may send their tenders to the **Stores & Purchase Officer**, CSIR-NBRI, Lucknow and depute their authorized representative(s) who is willing to be present in the tender opening process(if any) . Director, CSIR-NBRI reserves the right to accept or reject the tender/bid(s) of any party either in part or in full without assigning any reason thereof.

Stores & Purchase Officer

Contd



CSIR-National Botanical Research Institute

Rana Pratap Marg, Lucknow - 226001 (U.P.)

Phone: +91 522 2207819/2297879

email: spo@nbri.res.in

Advt. No :NBRI/SPO/Advt/16-17/01, dated 06.05.2016



Tender Document for Sr. no. 1 of Tender notice

(Rate Contract for the supply of Chemicals, Solvents, Rate Chemicals, Fine Chemicals, Readymade Media, Molecular Biology Enzymes/diagnostic kits, Chromatography Accessories, Filter Papers/Disposable filter Units, Pipettes, Glass wares, Plastic wares, Specialty and Non Specialties Gases, Sequencing Services etc. (F/Y 2016-17)(**Single Bid are invited**))

Tender Reference Number: NBRI/PUR/CHA/16

CSIR-National Botanical Research Institute (NBRI), Lucknow is a premier R&D institute of Council of Scientific & Industrial Research (CSIR), intends to enter into the annual Rate Contracts for the categories of the items/services mentioned herein under. In this regard sealed tenders are invited from Prospective Manufacturer/OEM/Distributors/Dealers/ Service Providers/Stockiest having capabilities to successfully supply and provide services etc. desirable under related type of rate contract. The details of the categories of items/services for which tender are being sought for as under: -

Sr. No.	Tender Reference no.	Description of categories desired under Rate Contracts	Tender Due Date & Time	Tender Opening Date & Time	Venue
1	NBRI/PUR/CHA/2016	Rate Contract for Custom House Agent (CHA) cum freight forwarding agent.(3 years subject to renewal on annual basis) (Two Bid Tenders i.e. Technical & Commercial Bid are invited)	08/06/2016 10:30 A.M.	08/06/2016 11:00 A.M.	Purchase Section, CSIR-NBRI, Rana Pratap Marg, Lucknow - 226001 (Uttar Pradesh, India)
2	15/112/15-P(RC)	Rate Contract for the supply of stationeries items (F/Y 2016-17) (Single Bid are invited)	08/06/2016 10:30 A.M.	08/06/2016 11:00 A.M.	Purchase Section, CSIR-NBRI, Rana Pratap Marg, Lucknow - 226001 (Uttar Pradesh, India)
3	NBRI/PUR/RC/consumables/2016	Rate Contract for the supply of Chemicals, Solvents, Rate Chemicals, Fine Chemicals, Readymade Media, Molecular Biology Enzymes/diagnostic kits, Chromatography Accessories, Filter Papers/Disposable filter Units, Pipettes, Glass wares, Plastic wares, Specialty and Non Specialties Gases, Sequencing Services etc. (F/Y 2016-17) (Single Bid are invited)	08/06/2016 10:30 A.M.	08/06/2016 11:00 A.M.	Purchase Section, CSIR-NBRI, Rana Pratap Marg, Lucknow - 226001 (Uttar Pradesh, India)

Further, the details about the above mentioned tenders for rate contracts may be seen and tender documents can be **downloaded (free of cost)** from our website i.e. www.nbri.res.in under **Advertisement(Tender)** head . Corrigendum/Amendment (if any) will be posted over our website. Prospective parties are requested to frequently visit our website for the purpose. Prospective Manufacturer/OEM/Distributors/Dealers/ Service Providers/Stockiest who are willing to enter into the annual rate contracts may send their tenders to the **Stores & Purchase Officer**, CSIR-NBRI, Lucknow and depute their authorized representative(s) who is willing to be present in the tender opening process(if any) . Director, CSIR-NBRI reserves the right to accept or reject the tender/bid(s) of any party either in part or in full without assigning any reason thereof.

Stores & Purchase Officer

Contd



CSIR-National Botanical Research Institute
Rana Pratap Marg, Lucknow - 226001 (U.P.)
Phone: +91 522 2207819/2297879
email: spo@nbri.res.in
Advt. No :NBRI/SPO/Advt/16-17/01, dated 06.05.2016



Tender Document for Sr. no. 1 of Tender notice

(Rate Contract for Custom House Agent (CHA) cum freight forwarding agent.(3 years subject to renewal on annual basis)

(Two Bid Tenders i.e. Technical & Commercial Bid are invited)

Tender Reference Number: NBRI/PUR/CHA/16

Tender Document

CSIR-National Botanical Research Institute, Lucknow is a pioneer research and development institute under the aegis of Council of Scientific & Industrial Research, an autonomous body of DSIR, Ministry of Science & Technology, Govt. of India. We are interested in appointing an authorized & reputed Custom House Agent(CHA) cum Consolidation Agent to perform the jobs related to the consolidation and clearance of Import/Export consignments (without demurrage) etc. Most of our imported consignments comes on EXW, FCA, CPT, CIP, DAT, DAP, DDP (by air) and on FAS, FOB, CFR, CIF (by sea) and generally covered under the OGL scheme. Concessional rate of custom duty is applicable to CSIR-NBRI as we are covered under the notification 51/96. **We hereby invites two bid tenders (Technical bid + Commercial Bid)** from reputed Custom House Agent(CHA) cum Consolidation Agent as per the scope, terms and conditions and other details mentioned herein under :-

1. Scope of contract :-

Includes all the work related to the consolidation and clearance of all the Import/Export of various types of consignments of NBRI coming by air/sea modes of transport from throughout the world. The CHA should be capable of freight forwarding & consolidation of consignments. Insurance of all the consignments is to be arranged by the CHA and delivery of the consignments up to CSIR-NBRI, LUCKNOW. Our most of the consignments comes via the Delhi, airport.

Broadly the jobs involves are as under:

- Collection of clearance documents(by post or hand) from CSIR-NBRI, Lucknow as and when required.
- Clearance of our all types of consignments from customs authorities including all the stages of custom clearance.
- Obtaining non-delivery certificate/short landing certificate in case the materials are found short delivered, from IAAI or Airline or concerned authority and lodging claim to the effect with them immediately on behalf of the CSIR-NBRI under intimation to us.
- Arranging for insurance survey at the airport/IAAI in case of the damages found to the consignment.
- Immediate delivery of the consignment at CSIR-NBRI, Lucknow after it clearance from customs authorities.
- Clearance of consignments from UPS/Blue Dart/Fed-Ex or any other courier agency etc..
- Clearance of consignments under temporary imports for further exporting to another country (if any).
- The successful tenderer (CHA) will have to arrange insurance for all the import/export consignments of NBRI (payable on actual basis). It excludes the consignments wherein the supplier has already agreed to pay insurance charges as per the related INCOTERM mentioned in our order. In India insurance for non-console cases will have to be done by the CHA (payable on actual basis) (Please attach undertaking to this effect)

Contd



CSIR-National Botanical Research Institute

Rana Pratap Marg, Lucknow - 226001 (U.P.)

Phone: +91 522 2207819/2297879

email: spo@nbri.res.in

Advt. No :NBRI/SPO/Advt/16-17/01, dated 06.05.2016



- Consolidation of the consignments being imported from throughout the world by air/sea.
- Complete monitoring and supervision of the movement of consignment from the date of our Purchase order/Letter of credit and regular feed back to NBRI on the progress of the consignment/order. In case the same is not received before landing of the consignment, the delay in clearance process which may attract demurrage charges will be on the part of CHA and the respective amount of demurrage will be recovered from the CHA.
- To provide timely information (pre-alert) regarding dispatch and other relevant information to the CSIR-NBRI.
- To facilitate specialized packing from all kinds of the materials as per the IATA and International packaging standards.
- Smooth transportation of special type of projects materials i.e. voluminous and heavy packages, radio actives, sensitive and hazardous materials etc.
- Shipments may be made preferably through Indian national carrier (Air India) and routed through the friendly countries of India. (Please attach undertaking to this effect)
- Re-Export/ Re-Import of defective/damaged items to the various countries of import for repair or replacement purpose (including items for calibration and other scientific work) by air or sea. CHA will have to complete all the related formalities related to this.
- Export of consignment imported temporarily for inter comparison of standards and other purpose.
- Export of Containerized/individual cargo for international/national cruises by sea or air.
- Any other job in connection with the consolidation & clearance of the consignments from customs authorities.

2. **Period of contract: -**

The contract period is for 3 (three) years subject to renewal on annual basis. It means the contract will be initially awarded for 1 year and may be further renewed on annual basis up to 3 years subject to & based upon the satisfactory services/performance of the CHA.

3. **Earnest Money Deposit :-**

An earnest money deposit (EMD) of Rupees 50,000.00 (Rupees fifty thousand only) has to be deposited by the tenderer along with their **technical bid only** in the shape of Bank Draft/FDR/ Bank Guarantee (**as per annexure 'C'**) in favour of ' The Director, NBRI, LUCKNOW' payable at LUCKNOW. **The technical bid not accompanied with the requisite EMD will be straight way rejected and no correspondence will be entertained in this regard.** EMD of successful tenderer is returnable only on submission of performance bank guarantee (PBG).

4. **Performance Bank Guarantee(PBG) :**

The successful tenderer will have to deposit within 21 days of receipt of award of contract, an unconditional performance bank guarantee of Rs. 2,00,000.00 (Rupees two lakh only) valid till the contract period + 60 days (as per **annexure 'D'**). The bidders claiming exemption from submitting the PBG must attach PBG exemption related documentary proof with their technical bid else their bid will be liable to be rejected. Non submission of PBG may lead to rejection of the bid.

5. **Experience: -**

Contd



CSIR-National Botanical Research Institute

Rana Pratap Marg, Lucknow - 226001 (U.P.)

Phone: +91 522 2207819/2297879

email: spo@nbri.res.in

Advt. No :NBRI/SPO/Advt/16-17/01, dated 06.05.2016



The tenderer must have minimum 5 (five) years of continuous experience (as on the date of tender opening) for the similar work (herein mentioned in the scope of work) in its own name in any of CSIR laboratories/Institutes or in other similar R&D government organizations like ICMR/ICAR/DRDO/ISRO etc. (supporting document must be attached to this effect)

6. Location of the tenderer

Our most of the consignments arrives via the Delhi/Lucknow Airport, India. Therefore the tenderer must have uninterrupted consignment clearance arrangements at Delhi/Lucknow Airport. The tenderer should be registered as CHA and consolidator (both) in its own name at the Delhi/Lucknow airport authorities for at least 3 years or more (Supporting document must be attached to this effect). The tenderer should also have facilities to also undertake clearance and delivery of post parcels as and when required by CSIR-NBRI.

7. Special arrangements for perishable consignments :-

Some of our consignments are highly perishable in nature. The tenderer will have to arrange dry-ice stuffing (including procurement and filling-up) of the consignments at the storage place at the airport/post office on its arrival and till their clearance and delivery at CSIR-NBRI, LUCKNOW. The tenderer has to get perishable / dangerous consignments cleared within 24 hours of arrival and deliver them at CSIR-NBRI, LUCKNOW at the earliest as possible after the clearance. In case the perishable, consignment is damaged on account of insufficient arrangement of dry ice etc during the storage, clearance or transportation, the tenderer will be held sole responsible for the damage and the loss incurred due to this will be recovered from the CHA.

8. Payment of Air freight charges:

Successful tenderer (CHA) will have to pay the **full amount** of air freight charges per consignment on behalf of CSIR-NBRI, LUCKNOW and get it reimburse later on from CSIR-NBRI after clearance and delivery of the consignment. (Please attach undertaking to this effect)

9. Payment of Custom Duty charges:

Successful tenderer (CHA) will have to pay custom duty up to Rs. 2.0 (Two) Lakh per consignment on behalf of CSIR-NBRI, LUCKNOW (Please attach undertaking to this effect) and get it reimburse later on from CSIR-NBRI after clearance and delivery of the consignment. If in any case custom duty amount is more than rupees 2.0 lakh, then CSIR-NBRI can provide advance payment for the same upon the written request of CHA subject to adjustment against final original receipt.

10. Yardstick for annual performance for extension of contract on yearly basis:

Since the contract will be awarded initially for 1 year and it may be subsequently extended up to a maximum of 3 years on yearly performance basis, the following points will be used to evaluate the performance of the successful tenderer:

- In the preceding year(s) of the contract there is not any case of payment of demurrage or other such storage charges by CSIR-NBRI (wherein CHA has not agreed for bearing of demurrage charges etc.) . CHA will have to clear the consignment within the free period allowed by the concerned custom/airline authorities.
- Proper coordinating with the custom authorities or airline/carrier and obtaining cargo arrival notice (CAN) within a day and forwarding the CAN to Purchase Department of CSIR-NBRI.
- Expeditious clearance and delivery of the consignments to CSIR-NBRI after receipt of all the concerned clearance document from us.

Contd



CSIR-National Botanical Research Institute

Rana Pratap Marg, Lucknow - 226001 (U.P.)

Phone: +91 522 2207819/2297879

email: spo@nbri.res.in

Advt. No :NBRI/SPO/Advt/16-17/01, dated 06.05.2016



- d) During the period of contract the successful tenderer does not have any pending legal or other dispute with any of the CSIR Laboratories/ Institutes.

11. Payment of CHA bills:-

The payment of CHA bill will be made within 30 days of receipt of consignment in good condition at CSIR-NBRI, LUCKNOW. If in any case the payment is pending beyond the above period then CHA will not stop providing services to NBRI or making its consignment pending due to this reason. Custom Duty reimbursement bills can be given priority for passing if desired by the CHA and separately billed.

12. Other Terms & Conditions :-

- a) The tenderer must have good reputation in the market and rapport with the custom authorities to avoid/minimize the delay in custom clearance, and not refer petty matters to CSIR-NBRI.
- b) CSIR-NBRI issues many orders on foreign suppliers on FOB/FCA basis. In such cases we will not pay any inland handling/forwarding charges etc in the exporting country.
- c) As regards the consignments on Ex-works basis the CHA will arrange for collection and shipment of the consignment from the foreign supplier to CSIR-NBRI. In such cases inland handling/forwarding loading unloading etc. charges in the exporting country will be reimbursed by CSIR-NBRI subject to obtaining of prior approval by the CHA from CSIR NBRI and production of supporting documents of the same.
- d) A copy of the related purchase order will be forwarded by us to the CHA via email or post etc. It will be the sole responsibility of the CHA to follow up the order execution matter with its foreign associates and the foreign supplier for timely delivery of the consignment within the delivery period of PO.
- e) The CHA should have network of cargo forwarding / consolidating agents in all the major countries like USA, UK, GERMANY, JAPAN, FRANCE, SWITZERLAND, HONGKONG, CANADA, NORWAY, SWEDEN, AUSTRIA, IRELAND, AUSTRALIA, NEWZELAND, SINGAPORE, DENMARK, ITALY etc.
- f) The CHA, under no circumstances will charge the airfreight rates more than airfreight rates specified in the latest issue of IATA Tact book. (Please attach undertaking to this effect)
- g) India's national airline i.e. Air India may be preferred for the consolidation services by the CHA. In case the AIR India flight is not available then CHA will have to ship the consignment through the first available console of any airline.
- h) The successful CHA shall, if required by the CSIR-NBRI, LUCKNOW, carry out or arrange to carry out the inspection (chargeable basis) (arrangement of third party inspection reports) of the ordered materials at the country/port of shipment/supplier's premises and also inspection of the packing/labeling/markings etc. (as per international packaging standards and norms).
- i) Safe custody of the consignment cleared is the sole responsibility of the successful CHA till the same is properly delivered at CSIR-NBRI LUCKNOW.
- j) Wherever any short landing cargo is noticed, the successful CHA shall file "not found" or "not traceable" notice with the concerned airline or authorities & obtain "not traceable certificate" etc and lodge formal claim

Contd



CSIR-National Botanical Research Institute

Rana Pratap Marg, Lucknow - 226001 (U.P.)

Phone: +91 522 2207819/2297879

email: spo@nbri.res.in

Advt. No :NBRI/SPO/Advt/16-17/01, dated 06.05.2016



on behalf of CSIR-NBRI, LUCKNOW with the concerned airport/airline authorities with all the necessary documentation under intimation to us.

- k) Successful CHA has to carefully examine all the packages marked for customs examinations of each consignment with the respective invoices and measurement/packaging list etc. If, at the time of physical examination of the consignment any damage or loss of the goods is noticed, the same shall be immediately brought to the notice of concerned airline/airport authority and necessary claims may be lodged by CHA with those authorities on behalf of CSIR-NBRI under intimation to us. The successful CHA shall pay all the related fee/charges of surveyor (reimbursable subject to advance approval from CSIR-NBRI) to carry out the survey if required.
- l) The successful CHA will maintain close liaison with CSIR-NBRI regularly & arrangement for collection of documents whenever informed telephonically/by email or otherwise by us.
- m) The successful CHA will take immediate step for finalization of the bill of entry from time to time and shall see that the same is filed with the custom authorities as per prevailing rules/act with correct HSS classification code(s).
- n) The successful CHA shall be responsible for the safe custody of proper use of custom duty exemption certificate (CDEC) provided by CSIR-NBRI, LUCKNOW.
- o) The successful CHA shall arrange delivery of the consignments at the earliest possible point of time. Delivery may be affected during the working hours, as far as possible. In respect of the perishable consignments, CSIR-NBRI LUCKNOW will accept deliveries beyond the office hours and on all holidays subject to prior intimation about the same by the CHA to CSIR-NBRI, LUCKNOW. CHA will arrange requisite manpower and other equipment for unloading, shifting, or moving of the consignment at and within the CSIR-NBRI premises at their own cost.
- p) CHA will have to provide a monthly report of the deliveries of consignments against our purchase orders(s).
- q) Any of the tenderer/CHA blacklisted by CSIR Hq/Laboratories/Institutes or any of the Government organization(s) need not apply. If any such CHA apply then its bid/tender will be summarily rejected without any notice to the concerned tenderer. **Please give declaration about status of blacklisting or else.**
- r) The tenderer should not have any pending legal dispute with CSIR laboratories/institutes. This may be the cause of rejection of the tender. If any CHA is having pending legal issue with CSIR then his bid will be processed till the commercial evaluation (subject to otherwise eligible). If such CHA emerges as the lowest qualified bidder then the right to award of the contract will be reserved with the competent authority at CSIR-NBRI who may take suitable decision in such type of cases depending upon the pending legal situation of the issue. **a declaration may be submitted by the bidder on this issue with present status of the case (if any).**
- s) If there is any dispute of any type between CSIR-NBRI and the successful CHA, the successful CHA will have to continue its services as provided in the contract during pendency of such dispute/issue. CHA will not hold any of our consignment pending with them due to such dispute/issue. (Please attach undertaking to this effect)

Contd



CSIR-National Botanical Research Institute

Rana Pratap Marg, Lucknow - 226001 (U.P.)

Phone: +91 522 2207819/2297879

email: spo@nbri.res.in

Advt. No :NBRI/SPO/Advt/16-17/01, dated 06.05.2016



- t) The successful CHA shall equip itself in advance with all necessary information that may be required for answering customs queries. It shall take any necessary step(s) to answer both oral/verbal and written queries without any delay. In case of need of technical clarifications from CSIR-NBRI, the queries may be communicated to us on the same day of the query raised by the customs. Storage/ demurrage charges incurred on account of delay in communicating the queries to CSIR-NBRI, shall be borne by the CHA and further damage caused to CSIR-NBRI due to the above said delay may be made good by CHA.
- u) The successful tenderer shall submit, pre-receipted bill(s) once in every week for services provided as per the contract with CSIR-NBRI. Bill(s) should be on CHA letterhead and strictly as per the agreed payable charges in the contract only. A checklist and documents in support of various charges indicated in the bill as per contract should accompany each bill. Any bill not accompanied by such documents will not be received/processed by the CSIR-NBRI. Bills that are returned on account of deficiencies will contain remarks about deficiencies.
- v) The CHA will submit its bills to CSIR-NBRI only as per the rates, terms and conditions agreed under the contract. No any charges other than the agreed under the contract will be payable. CSIR-NBRI shall make every effort to examine and arrange payment of bills immediately after the receipt of bills or maximum within 30 days.
- w) Director, CSIR-NBRI, LUCKNOW, reserves the right to accept or reject full or partial of any of the tender(s) without assigning any reason thereof. This will be binding on the tenderer(s).
- x) Conditional tenders & wherever not quoted as per prescribed format will not be accepted under any circumstances and rejected summarily.
- y) If over/wrong payment(s) of any type of charges has been made by CSIR-NBRI due to oversight/inadvertent human mistake the successful tenderer will be liable to refund the same immediately to CSIR-NBRI.
- z) The Jurisdiction area for any dispute/arbitration arisen under this tender will be at LUCKNOW only.
- aa) The tenderer shall provide all the necessary information/documents as per the Technical Eligibility Criteria as mentioned herein under in **annexure "A"** failing which their tender will be liable to be rejected summarily.
- bb) The successful tenderer will be handling sophisticated and valuable consignments. Tenderer will have to furnish a fidelity guarantee bond of Rs. 15.00 lakh (Rupees fifteen lakh only) in favour of the Director, NBRI, LUCKNOW to safeguard the interest of CSIR-NBRI in the event of any loss due to any act of omission and commission by the tenderer.
- cc) CHA will have to deliver the consignments as far as possible, during the office hour's i.e. 9.30 A.M. to 5:30 P.M., Perishable/radioactive, etc will have to be delivered even beyond officer hours or during holidays etc to ensure their activity/safety. Radioactive items should be handled following proper safety precautions. In all such cases advance intimation may be given by CHA to CSIR-NBRI for proper arrangement at our end.
- dd) Manpower for loading unloading in NBRI site also will have to be arranged by the CHA. Equipments/items may be required to be moved to multiple floors. Handling of heavy items may require a larger labour force. Safety of the equipment and the person involved in doing so will be tenderer responsibility. It has to arrange

Contd



CSIR-National Botanical Research Institute

Rana Pratap Marg, Lucknow - 226001 (U.P.)

Phone: +91 522 2207819/2297879

email: spo@nbri.res.in

Advt. No :NBRI/SPO/Advt/16-17/01, dated 06.05.2016



location survey in advance. Some of the shipment may be perishable in nature and should be moved into cold room immediately on arrival. Some assistance may be provided by CSIR-NBRI LUCKNOW to properly store highly perishable items at respective designated locations. However for such items arriving on non-working days or beyond working hours, the firm has to maintain proper, timely advance communication with us for arranging proper storage etc.

Signature of the authorized person of tenderer with SEAL

Contd



CSIR-National Botanical Research Institute

Rana Pratap Marg, Lucknow - 226001 (U.P.)

Phone: +91 522 2207819/2297879

email: spo@nbri.res.in

Advt. No :NBRI/SPO/Advt/16-17/01, dated 06.05.2016



Annexure 'A'

Tenderer's Technical Eligibility & Price bid Evaluation Criteria: -

The tenders will be evaluated in the following two steps (i.e. Step 1 for technical evaluation & Step 2 for price bid evaluation)

Step -1(Technical eligibility criteria for tenderers):-

Sr. no.	Terms and Conditions of CSIR-CSIR-NBRI	To be filled by the tenderer/CHA clearly (write 'yes' or 'no' with your own handwriting)	Page number of related supporting document of the tenderer's technical bid. (tenderer may mention page number here)
1	Whether the tenderer is agree to pay custom duty up to Rs. 2.0 lakh per consignment of CSIR-NBRI?	Yes/No	
2	Whether the tenderer is agree to pay full amount of air freight charges per consignment of CSIR-CSIR-NBRI?	Yes/No	
3	Whether the tenderer is agree for arranging insurance for CSIR-NBRI consignments wherein we have not paid for it to the supplier as per the INCOTERM of our P.O.	Yes/No	
4	Whether the tenderer is agree not to hold any of the consignment of CSIR-CSIR-NBRI under any circumstances or reason thereof. (Like pending bills or other..)	Yes/No	
5	Whether the tenderer is agree to charge the airfreight rates only as per the latest IATA tact book?	Yes/No	
6	Whether CHA undertakes to route the consignments only through the friendly countries of India?	Yes/No	
7	Whether CHA is blacklisted by any of the CSIR Laboratories/Institutes or any other Government Organization(s). CHA may provide this information herein exclusively failing which their bid may be rejected summarily.	Yes/No	
8	Whether CHA/tenderer is having any pending legal issue with CSIR or its Laboratories/Institutes?	Yes/No	
9	Whether all other terms and conditions of this tender of CSIR-NBRI, LUCKNOW are acceptable to the tenderer	Yes/No	
10	Whether the tenderer is having CHA license in its own name?	Yes/No	
11	Whether the tenderer is registered as consolidator with the custom authorities (Please attach supporting document)	Yes/No	
12	Whether the tenderer have minimum 5 (five) years of continuous experience for the similar work in its own name in any of CSIR laboratories/Institutes or in other similar R&D government organizations like ICMR/ICAR/DRDO/ISRO etc.	Yes/No	
13	Whether the tenderer agrees (if awarded the contract) to	Yes/No	

Contd



CSIR-National Botanical Research Institute

Rana Pratap Marg, Lucknow - 226001 (U.P.)

Phone: +91 522 2207819/2297879

email: spo@nbri.res.in

Advt. No :NBRI/SPO/Advt/16-17/01, dated 06.05.2016



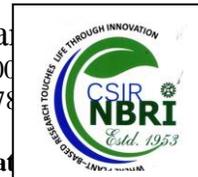
	furnish a fidelity guarantee bond of Rs. 15.00 lakh (Rupees fifteen lakh only) in favour of the Director, CSIR-NBRI, LUCKNOW to safeguard the interest of CSIR-CSIR-NBRI in the event of any loss due to any act of omission and commission by the tenderer. ?		
14	Whether the tenderer has submitted the EMD with the technical bid?	Yes/No	
15	Whether the tenderer is ready to furnish PBG (if contract awarded on him) within 21 days of award letter?	Yes/No	

Tenderer may note: -

- a. Tenderer may make all the pages serial number of their technical bid and commercial bid. Non submission of supporting document will lead to rejection of the technical bid. Bidders are requested to carefully attach the supporting document wherever required.
- b. The bidders qualifying in above technical evaluation will only be considered for financial evaluation (step 2).



CSIR-National Botanical Research Institute
Rana Pratap Marg, Lucknow - 226001
Phone: +91 522 2207819/2297819
email: spo@nbri.res.in
Advt. No :NBRI/SPO/Advt/16-17/01, dated 16/01/2017



Step -2 (commercial/price bid evaluation process)

ANNEXURE-B

Format of RATES to be quoted by the bidders & Financial Evaluation Criteria

Charges which are normally being claimed and rates which are sought to be quoted by the C&F Agents are classified in following three groups (A,B,C) for the purpose of comparison and financial evaluation of the price bids of technically qualified bidders. Each Bidder, depending upon his quoted rates will be given marks from 0-100 for each group. Finally different weight ages (as mentioned below) will be given to the marks obtained in each group to calculate the Total Score of each Bidder;

Marks obtained in the Group	Weightages
A	55
B	20
C	25

Following Formula will be used to arrive at Total Score of a Bidder;

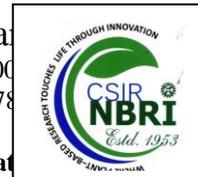
$$\text{Total Score} = \frac{55(A)+20(B)+25(C)}{100}, \{ \text{where A,B,C, are marks obtained in respective group} \}$$

Bidder with highest Total Score shall be emerged as financially qualified and tender will be awarded in his favour

NOTE: DISCOUNTS/CONCESSIONS SUBJECT TO ANY CONDITIONS mentioned BY THE BIDDER WILL lead to reject the tender.



CSIR-National Botanical Research Institute
Rana Pratap Marg, Lucknow - 226001
Phone: +91 522 2207819/2297819
email: spo@nbri.res.in
Advt. No :NBRI/SPO/Advt/16-17/01, dated 16/01/2016

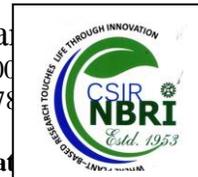


Marks obtained in GROUP –A
Discounted Rates of IATA Airfreight for Forwarding Cases

Discount Offered on Standard IATA Rates (A single flat discount for each category to be offered irrespective of weight slabs);	Criteria for calculating Marks
<p>1). For Forwarding Cases (All types of consignment except DGR/Perishable) : _____ %</p> <p>2) For Forwarding cases of (DGR/Hazardous/Perishable Consignments) : _____ %</p> <p>(Please quote discount in words and figures)</p> <p>NOTE 1: (A COPY OF TACT BOOK FOR IATA RATES WILL BE REQUIRED TO BE SUBMITTED with the tender. As soon as any change is happen in IATA rates the revised IATA Tact book may be furnished by the bidder immediately). [Most of our shipments shall be on FCA/FOB INCOTERMS 2010 or latest basis. No charges of foreign country will be paid except discounted airfreight. Bidders should quote discount after considering all type of their charges in foreign country absorbing also Fuel & War Security Surcharges & other charges etc. If there is any shipment on Ex-works basis, all charges in Shipper Country from factory to international port of dispatch will be paid on Actual basis for which the contractor should inform in advance to the CSIR NBRI for getting such charges approval. Discounted air freight will be payable only in such cases like in FOB/FCA consignment cases.</p>	<p>1) 0.9 mark will be given for every 1 percent of Discount offered on IATA Rates</p> <p>2) 0.1 mark will be given for every 1 percent of Discount offered on IATA Rates</p>



CSIR-National Botanical Research Institute
 Rana Pratap Marg, Lucknow - 226001
 Phone: +91 522 2207819/2297819
 email: spo@nbri.res.in
 Advt. No :NBRI/SPO/Advt/16-17/01, dated 16/01/2016



Marks obtained in GROUP-B

Rates for Clearance Charges etc. at Indian Airport-

Following categories of charges are included in this Group;

A. Payable charges if shipment is in bidder's console

B Payable charges if shipment arrives through other console

Rates to be quoted for following categories of charges:

<u>Sr. no.</u>	<u>Category</u>	<u>Limit set by Institute</u>	<u>Rate Quoted by the Firm</u>
A.	<u>Payable charges if shipment is in bidder's console</u>	- Nil	(except Inland Insurance charges (from Indian Airport to NBRI) and Indian Airport related statutory charges, Dry Ice replenishment charges @ Rs. 50.00 per Kg for perishable consignment . Such charges will be payable subject to production of original receipt) (While quoting discount on IATA air freight rates, the bidder must absorb the charges related to Agency Commission, C.C. Fee & DO Charges, Other clearance related charges, loading-unloading at Indian airport etc.)
B.	<u>Payable charges if shipment arrives through other console :-</u>		
	a. Agency Commission (including all clearance related charges (i.e. documentation fee, bill of entry filing charges, and other charges etc), loading unloading or any movement related charges at airport, except charges mentioned below in B.b.)-		Bidder's Quoted price is Rs. _____
	b. Dry Ice Filling Charges- Shall be paid Rs.50/KG subject to valid receipt (Delivery Order Charges, Airport Authority Charges, CMC charges, Inland Insurance Charges (Indian airport to NBRI) & other Govt levies etc. shall be paid on actual basis subject to production of supporting original receipt)		

Criteria for calculating marks:

B(a). Marks Obtained=100X(Highest quoted rate in the received tenders -Rates quoted by the Bidder) / (Highest quoted rate in the received tenders -Lowest quoted rates in the tenders)

Formula is: Marks obtained for B(a) here = 100 * $\frac{(\text{HQP}-\text{BQP})}{(\text{HQP}-\text{LQP})}$

Where:-

Highest quoted rate in the received tenders = HQP

Rates quoted by the Bidder = BQP

Lowest quoted rates in the tenders = LQP

Marks obtained in GROUP-C

TRANSPORTATION CHARGES FROM IGI IRPORT TO THE CAMPUS AT NBRI LUCKNOW(U.P.)

Rates are to be quoted for following four consignment categories;

Criteria for calculating Marks Obtained in each this group-

Contd



CSIR-National Botanical Research Institute
Rana Pratap Marg, Lucknow - 226001
Phone: +91 522 2207819/2297819
email: spo@nbri.res.in
Advt. No :NBRI/SPO/Advt/16-17/01, dated 16/01/2016



Annexure 'C'

MODEL BANK GUARANTEE FORMAT FOR FURNISHING BID SECURITY (EMD)

Whereas (hereinafter called the "tenderer") has submitted their offer dated.....for the supply of (hereinafter called the "tender") against the Purchaser's tender enquiry No.....KNOW ALL MEN by these presents that WE.....of having our registered office at..... are bound unto(hereinafter called the "Purchaser")in the sum of for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this..... day of20.....

THE CONDITIONS OF THIS OBLIGATION ARE:

- (1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- (2) If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity:-
 - a) If the tenderer fails to furnish the performance security for the due performance of the contract.
 - b) Fails or refuses to accept/execute the contract.

We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the purchaser (CSIR/Lab) having to substantiate its demand, provided that in its demand the purchaser will note that the amount claimed by it is due to it owing the occurrence of one or both the two conditions, specifying the occurred condition or conditions. This guarantee will remain in force up to and including 45 days after the period of tender validity and any demand in respect thereof should reach the bank not later than the above date.

Signature of the authorized officer of the bank
Name and designation of the officer
Seal, name and address of the Bank and address of the Branch.

Contd



CSIR-National Botanical Research Institute
 Rana Pratap Marg, Lucknow - 226001
 Phone: +91 522 2207819/2297819
 email: spo@nbri.res.in
 Advt. No :NBRI/SPO/Advt/16-17/01, dated 16/01/2017



Annexure 'D'

PERFORMANCE SECURITY FORM

MODEL BANK GUARANTEE FORMAT FOR PERFORMANCE SECURITY

To,

WHEREAS (name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract no. datedto supply (description of goods and services) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand. We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the day of, 20.....

(Signature of the authorized officer of the Bank)

.....

Name and designation of the officer

Seal, name & address of the Bank

Contd